

Mt. Olivet SDA Junior Academy

Parent & Student Handbook

2016 - 2017



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Mt. Olivet Junior Academy

2016-2017 Proposed School Calendar



SCHOOL DAYS

First Quarter: August 8 – October 7
Second Quarter: October 11 – December 16
Third Quarter: January 2 – March 10
Fourth Quarter: March 13 – May 19 (last day)

STANDARDIZED TESTING

Test Preparation: August 29 – September 9
Testing: September 12 - 23

CLASS TRIPS

6th Grade Camp (Camp Wewa) – 10/31 – 11/2
8th Grade Class Trip – TBA

HOLIDAYS – NO SCHOOL

Labor Day – September 5
Columbus Day – October 10
Thanksgiving Holiday – November 21 – 28
Christmas Recess – December 19 – January 2
Martin Luther King Jr. Day – January 16
President's Day – February 15
Spring Recess – April 10 - 17
SEC Teachers' Day – TBA

PARENT TEACHER CONFERENCES – Early Release (Noon)

1st Quarter - October 20
3rd Quarter - March 23

STAFF DEVELOPMENT DAYS – NO SCHOOL

In-service: October 24
In-service: February (TBA)

PE CLASS DAYS

Grades K-4: Mondays & Wednesdays
Grades 5-8: Tuesdays & Thursdays

FAMILY SCHOOL DAYS

Student are to have school at home

November 28: 9am – 2:30pm
January 2: 9am – 2:30pm
April 17: 9am – 2:30pm

SCHOOL EVENTS

Earlybird Open House at 8am: Aug 8
Fall Week of Prayer: November 14-18
1st & 2nd Gr Spelling Bee: November 29
3rd & 4th Gr Spelling Bee: November 30
5th – 8th Gr Spelling Bee: December 1
Christmas Showcase: December 15
SEC Spelling Bee Finals: February 25
K-4th Gr. Science Fair: March 7
5th -8th Gr. Science Fair: March 9
SEC Rally & Science Fair: TBA
Spring Week of Prayer: April 3-7
K & 8th Grade Graduation: May 13
End of Year Parties: May 19

MONDAY FAMILY NIGHTS AT 6PM

September 12
October 3
January 9
February 6
March 6
April 6
May 1

FIELD TRIP DAYS*

Creation Museum: September 27
Bodyology: October 27
4th - 8th Etiquette Weekend: Nov 4-6
Broward Performing Arts: January 27
Parker Playhouse: February 3
Butterfly World: May 16

*Subject to change at the discretion of administration
All students must be financially cleared to attend.

***Mt. Olivet Junior Academy reserves the right to make appropriate adjustments on this calendar. Parents and students must stay informed by attending PTA meetings, school events, and by reading all the information on the school website and school newsletter. The electronic school calendar is also available to the legal guardian/parents who have provided their email address to the school.**

SCHOOL HISTORY

The Mt. Olivet Seventh-day Adventist Church School had its humble beginnings in 1936 in an old wooden house on Short Third in Ft. Lauderdale, Florida. The early teachers received a salary of \$35/month, free room and board, and fresh vegetables from the members of the church. Early on, most students eagerly traveled by foot to receive a quality Christian Education, and parents paid \$2.50 for tuition. The school moved to Dania from Ft. Lauderdale due to the fact that most of the students lived in the Dania area. When the enrollment grew, the school was relocated in 1956 to its present location in Fort Lauderdale. Of its many accomplishments, the Southern Union Educational Council has awarded our school the prestigious School of Excellence award. With guidance and grace from God, the school has nurtured students for over 80 years.

MISSION STATEMENT

Mt. Olivet SDA Junior Academy is committed to delivering a God-centered, results-oriented education in an environment that inspires students to be innovative global citizens and independent problem solvers.

VISION STATEMENT

It is the vision of Mt. Olivet SDA Junior Academy to be a leader in STEM education by providing opportunities for students to become spiritually grounded, academically successful, socially aware, and physically ready to learn today and lead tomorrow.

PHILOSOPHY

The Seventh-day Adventist philosophy of education is Christ-centered, and points to the redemptive aim of true education: to restore human beings to their original relationship with God. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person – spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings: to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

STATEMENT OF ACCREDITATION

Mt. Olivet SDA Junior Academy is accredited by the National Council for Private School Accreditation and by the Association of Seventh-day Adventist Accreditation Division. The school is governed by the Mt. Olivet SDA Church and the Southeastern Conference of Seventh-day Adventist Office of Education. It also operates in harmony and with the guidance of the Southern Union Seventh-day Adventist Conference & the North American Division of the Seventh-day Adventist Department of Education.

NON-DISCRIMINATION POLICY

It is the official policy of the Seventh-day Adventist Church, in all its church-operated schools, on elementary, secondary, and higher education levels in the United States to admit students of any race to all the rights, privileges, programs and activities generally accorded, or made available to students at its schools, and to make no discrimination on the basis of race, color, national or ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, as well as athletic and extracurricular programs. At the present time our school does not specialize in offering special education; therefore, we are unable to accept pupils who have serious scholastic or behavioral problems or who are mentally or physically challenged. Non-Seventh-day Adventist students are invited to participate in Adventist education, but must adhere to the basic qualifications, as well as agree to abide by the school's policies and behavioral standards, just as all students must.

HANDBOOK CHANGES DISCLAIMER

In order to serve the best interest of the school, its students and staff, MOJA reserves the right to make changes to this Student Handbook and all other policies at its discretion. Upon board approval, parents and students will be notified of any revisions or amendments via the school's website, Parent Teacher Association meetings, email, ParentsWeb, or weekly newsletter.

ADMITTANCE DISCLAIMER

The Academic Committee, upon approval from the School Board, has the right to dismiss a student if his/her academic progress and/or behavior reveals that they are not the best fit for this institution. A 9-week probation is required for all new students and returning students who displayed inappropriate behavior the previous school year, and they may be dismissed during or after the 9-week probation if the student does not adhere to school policy.

CURRICULUM GOALS FOR SEVENTH-DAY ADVENTIST SCHOOLS

ACCEPTANCE OF GOD	Surrender one's whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one's life.
COMMITMENT TO THE CHURCH	Desire to know, live and share the message and mission of the Seventh-day Adventist Church.
INTERPERSONAL RELATIONSHIPS	Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others.
RESPONSIBLE CITIZENSHIP	Develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others and accept responsibility for local, national and global environments.
HEALTHY BALANCED LIVING	Accept personal responsibility for achieving and maintaining optimum physical, mental and spiritual health.
INTELLECTUAL DEVELOPMENT	Adopt a systematic, logical and biblically-based approach to decision-making and problem-solving when applied to a developing body of knowledge.
COMMUNICATION SKILLS	Recognize the importance of effective communication and develop the requisite skills.
PERSONAL MANAGEMENT	Function responsibly in the everyday world using Christian principles of stewardship, economy and personal management.
AESTHETIC APPRECIATION	Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
CAREER AND SERVICE	Develop a Christian work ethic with an appreciation for the dignity of service.

TESTING

All students in grades K through 8 will be administered the Iowa Test of Basic Skills (ITBS), once a year in the fall. Students in grade 4 and 7 will take the Cognitive Abilities Test (CogAT) in addition to the ITBS standardized assessment. Teachers will administer additional assessments throughout the school year to determine students' mastery of skills and concepts. The school reserves the right to administer an entrance test to all new students. This test will be used to assess students in the areas of reading, writing, and math. Students' progress on this test will be forwarded to the Admissions Committee.

WITHDRAWALS

All parents are required to notify the school in writing three (3) months prior (during business hours) before withdrawing their child from the school. Families participating in any School Choice Scholarship must be advised that the scholarship will only pay up to the withdrawal date, and may be solely responsible for paying for the difference that is not covered by the scholarship. All official academic records are released to schools only after parents have met all financial obligations, and all school property is returned. Failure to comply with these procedures will result in the withholding of the student's transcripts and other academic records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' educational records. The Family Educational Rights and Privacy Act (FERPA), F.S.1002.22, F.S. 1002.221 and SB Policy 5100.1 afford parents, guardians or eligible students (students over 18 years of age or attending post secondary institution) certain rights with respect to the student's education records. Authorized by Florida Statutes 1002.22, Florida Statutes 1002.221.

STUDENT EDUCATIONAL RECORDS COMMUNICATION POLICY

Mt. Olivet SDA Junior Academy seeks to protect the accuracy and privacy of students' educational, physical/mental and disciplinary records. The school will only discuss, duplicate copies and/or allow the right to inspect and review a student's records – academic, physical/mental and disciplinary consequences - with parents or legal guardians and eligible students (described above). All other friends, immediate family and/or other close relatives will not be allowed this privilege. The parent/s or legal guardian/s have the right unless prohibited by law or a Court Order to request that Mt. Olivet Jr. Academy restrict and/or extend the use and with whom your and/or your child's records and other information may be shared. The Mt. Olivet Jr. Academy School Board will consider the request; however the Board is not required to agree or grant the request.

RECORDS/ TRANSCRIPTS

The Mount Olivet SDA Junior Academy only releases student records directly to another school. Parents must complete a Student Release Form in the office in order for students' records to be requested from other schools. All official academic records are released to schools only after parents have met all financial obligations, and all school property is returned. Failure to comply with these procedures will result in the withholding of the student's transcripts and other academic records.

MEDICAL EMERGENCIES & HEALTH RELATED MATTERS

EMERGENCY CONTACT/ AUTHORIZATION FOR STUDENT PICK-UP

Students are released by the school only to those specified by the parent or guardian on the Emergency & Pick-Up Contact (Authorized Persons) Form completed during registration. No phone calls or text messages will be accepted due to student safety. Written notification can be given via fax or email with proper identification. The person who is picking the child up must present an official government photo ID to the front office, and must be able to provide the correct verbal parent selected password.

MEDICAL RELEASE FORM

The school must have a medical release form signed by the parent/guardian for each student. This form allows physicians to perform emergency treatment when it is NOT possible to reach a parent or guardian. This form provides consent and authorization to Mt. Olivet Jr. Academy and its representatives to secure any x-ray examination, medical or surgical diagnosis or treatment, and hospital service that may be required by said minor in the event of an accident, injury or any other medically related emergency. The school may call any physician and such diagnosis or treatment may be rendered at the office of said physician, at a licensed hospital, or any other place. The parent/guardian MUST agree to pay the cost of such care and to hold Mt. Olivet Jr. Academy harmless for all expense of such services or for any other liability in the procuring of such service. It is further understood that this consent is given in advance of any specific diagnosis, treatment or need which might be required and given to authorize Mt. Olivet Jr. Academy or the physician to exercise their best judgment.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL

The school cannot administer any prescription medications to a student without the written instructions and authorization from a doctor, and a signed Medication Form from the parent(s). Non-prescription medications must be self-administered by students under the supervision of a school administrator or designee; however, there are other policies regarding their use. Non-prescription medication

should be in a labeled container with no more than two (2) doses. All prescribed and non-prescribed medication should be given to the front office by the parent until the child needs it. The parent should also complete an over-the-counter medication permission form. Non-prescription medications such as aspirin, cough medications, over the counter allergy medication etc. may NOT be administered to students by school staff. Please list any medication necessary for the school to administer to your child. A written doctor's note/ order must accompany the prescription medication indicating when and how often the medication is to be given, as well as the method by which it is to be given. This information must be written on the label of the medication. It is the parent's or guardian's responsibility to notify the school when there is a change in the medication regimen.

HEALTH AND COMMUNICABLE DISEASES

Students are encouraged to live by sound principles, regarding their health. Each pupil is required to have an updated medical certificate on file. Failure to comply may result in students not being allowed to attend class until proper documentation is provided. The Administration shall have the power to exclude or suspend from the school, any pupil who has a communicable disease. A communicable disease is anything that may be transmitted directly or indirectly from one individual to another.

If an illness or accident befalls your child, you will be notified immediately. If the emergency involves an illness, such as:

- Fever – temperature of 100.5 or higher -A student must be fever free for 24 hours before returning to school.
- Pinkeye -A student may return to school with a doctor's note.
- Vomiting or any other emergency illness that occurs.
- Severe cough or runny nose.

Parent(s) will be asked to take the child home within an hour of the initial phone call since the school does not have facilities or personnel to accommodate a sick child.

ACCIDENTS & INCIDENTS

Every accident in the school building or grounds, at any school-sponsored event must be reported immediately to the person in charge and to the school's office. Accidents/incidents will be documented according to policy and placed in each student's file.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE

Mount Olivet SDA Junior Academy (MOJA/ The Academy) Duties Under HIPAA:

All medical and health records are protected by Florida Statute, FERPA or HIPAA depending on whom the health care provider is who created the records and the age of the student. Medical records of a student received from health care providers who are not acting on behalf of The Academy/ Conference are protected by HIPAA. This HIPAA notice pertains only to the information that is protected by HIPAA. HIPAA, a Federal law, requires entities covered by this law, including school districts in some limited situations, to maintain the privacy of all mental and physical health records. These records are referred to as "protected health information" (PHI).

How The Academy Uses and Shares Your and Your Child's Protected Health Information:

PHI includes demographic and medical information about the past, present, or future physical or mental health of an individual. Demographic information may include your and your child's name, address, telephone number, Social Security number, and any other means of identifying you and/or your child as a specific person.

PHI is information the Academy has received from outside health care providers, such as a report from your child's doctor. If the Academy conducts any transactions electronically in connection with health care (for example, Medicaid billing), the information transmitted is covered by HIPAA.

You or your child's PHI may be used or shared by the Academy for purposes of medical and/or mental health treatment, payment for services, and health care operations. (Health care operations are activities compatible and directly related to treatment and payment, including day-to-day office business, administrative, and customer service activities.) Health care professionals may use this information in the clinics, Academy, schools and/or hospitals to take care of you or your child.

If is important for you to be aware that this law allows the Academy to share your and your child's PHI without our consent under the following circumstances:

- To another health care provider for purposes of your or your child's treatment;
- To insurance companies, Medicaid, or local, state, or federal agencies to pay for the services provided to you or your child;
- To report abuse of children, adults, or disabled persons;
- For investigations related to a missing child;
- For internal investigations and audits by the Academy or any grant funding body;
- For investigations and audits by the State's Inspector General, Department of Education, Auditor General or Conference;
- For public health purposes including vital statistics, disease reporting, and regulation of health professionals;

- For medical examiner investigations;
- For research approved by the Conference or MOJA;
- To respond to court orders and/or subpoenas (MOJA/Conference will attempt every reasonable effort to provide notice to you for an opportunity to seek a protective order);
- For judicial and administrative proceedings; and
- When as required by law. Restrictions by the most protective law (whether State or Federal) will be met.

Unless specified above, the Southeastern Conference or MOJA will not share your and/ or your child's PHI unless you provide written authorization. This authorization will have an expiration date. Additionally, you may revoke the authorization in writing at any time. Certain uses and sharing of psychotherapy (counseling) notes may also require your written authorization, except when required by a subpoena or court order. Uses and disclosures of PHI for marketing purposes as well as disclosures that constitute a sale of PHI require written authorization.

COLLECTION, USE AND DISCLOSURE OF SOCIAL SECURITY NUMBERS OF STUDENTS OR ADULT VOLUNTEERS:

Pursuant to Florida Statute 119.071(5), Mount Olivet SDA Junior Academy (MOJA/ The Academy) collects, uses, and/or discloses Social Security numbers (SSNs) as mandated or authorized by law and as otherwise authorized in writing by the parent or adult/ emancipated student (authorized by FS 119.071(5)(a)(6c). Students are not required to provide their social security number as a condition of enrollment or graduation. Social Security numbers are kept confidential and are exempt from public inspection in accordance with FS 119.071(5)(a)5. The Academy collects, uses, and/or discloses the Social Security numbers of students and/or parents for the following purposes:

1. Criminal history, Level 1 and Level 2 background screenings, including Youth Mentoring and Volunteer applicants, (Required by FS 119.071(5)(a)2&6).
2. Employment documents utilized in hiring student workers. (Required by FAC 6A-10.0341 and FS 119.071(5)(a)6).
3. Enrollment & Salary Reduction Authorization Form (Benefits Department) for employee and dependent (student) if the student is being added to the Benefits plan. (Authorized by FS 119.071(5)(a)6f)
4. Information received from the Florida Department of Education to locate missing Florida school children. (Required by FAC 6A-6.083 and FS119.071(5)(a)6)
5. Reports from the Department of Motor Vehicles of each student whose driver's license is suspended for excessive unexcused absences and reports to the Department of non- enrollment or non-attendance upon the part of a student who is required to attend some school. (Required by FS 322.091(5), 1003.27, and 119.071(5)(a)6).
6. Reports on students required to be submitted to the Florida Department of Education. (Authorized by FS 119.071(5)(a) 2&6)
7. The Academy's management information system and District's databases (Required to request by Florida Statutes 1008.386 and 119.071(5)(a)6)
8. Selected Academy, District, state and national test documents, as part of the student identification and test security process. (Authorized by FS 119.071(5)(a)6b)
9. Student registration and student identification numbers. (Required to request by FS 1008.386 and 119.071 (5)(a)6. Pursuant to 1008.386, SSNs are not required for enrollment or graduation. Required by FAC 6A-10.0381 for adult students.)
10. The collection and/or disclosure are imperative and necessary for the performance of the School District's duties and responsibilities as prescribed by law, including but not limited to child abuse reports to the Department of Children and Families (student victim and subjects of report); password identification to the District's network, reports to federal and state agencies who conduct discrimination investigations; and information pertaining to Social Security Assistance, court orders and subpoenas, and military purposes. (Authorized by FS 119.071(5)2.a; required by FAC 65C-29.002, FS 39.201, and FS 119.071(5)(a)6b).
11. The disclosure is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 USC Sec. 2721 et seq., the Fair Credit Reporting Act, 15 USC Sec. 1681 et seq.; or the Financial Service Modernization Act of 1999, 15 USC Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in FS 119.071 (Authorized by FS 119.071(5)(a)6)
12. The disclosure is made to prevent and combat terrorism, to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224. (Required by 31 USC 5318 and FS 119.071(5)(a)6)

13. The disclosure is necessary for the receiving agency or governmental entity to perform its duties and responsibilities as prescribed by law. (Authorized by FS 119.071(5)(a)6b)
14. Tort claims and tort notices of claims against the Academy/ Conference. (Required by FS 768.28(6) and FS 119.071(5)(a)6)
15. Transcripts, applications, and other records sent to the school officials of educational institutions, schools, colleges and universities. (Authorized by FERPA 34 CFR 99.31(2))
16. Written verification from employer for vocational education, student follow up. (Required by FAC 6A-10.0341)
17. Financial aid, including the "Step Up For Students" Florida Tax Credit Scholarship, or any other financial aid authorized by law, 1098T tax form (Tuition Payment Statement) for vocational students, etc. (Authorized by FS 119.071(5)(a)6b).

RULE

Students have the right to personal privacy and have the responsibility of respecting the rights of others.

1. Information about another person must be treated with respect and privacy.
2. Student aides may not be in areas where they would be able to read student records and files that are private.

STUDENT INTERNET USE POLICY

The Mt. Olivet SDA Junior Academy (d.b.a. Mt. Olivet SDA School) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. To this end, the Mt. Olivet SDA Junior Academy encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Mt. Olivet SDA Junior Academy.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to each student is impossible to control. Therefore, the Mt. Olivet SDA Junior Academy adopted this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Mt. Olivet SDA Junior Academy-owned equipment or through Mt. Olivet SDA Junior Academy-affiliated organizations.

It is the policy of the Mt. Olivet SDA Junior Academy to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any student to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Mt. Olivet SDA Junior Academy recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the following terms and conditions apply to all students when they are using computers or Internet connections supplied by Mt. Olivet SDA Junior Academy.

1. Privacy & Privilege

Network and Internet access is provided as a tool to accomplish the organization's strategic goals and objectives. Mt. Olivet SDA Junior Academy reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all network and Internet use, as well as any and all materials, files, information, software, communications and other content transmitted, received, or stored in connection with this use. All such information, content and files are the property of Mt. Olivet SDA Junior Academy. You should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including, but not limited to, maintaining system integrity and ensuring employees are using the system in accordance with this policy. This includes text materials, video images, or sound files that may be considered objectionable. No student may use the District's access to the Internet unless the student and his/her parent or guardian have read and signed this agreement.

2. Additional Rules

Rules and regulations of system usage will be added and posted from time to time by the faculty/administrators of the district and/or the network. Users of computers/Internet are subject to these additional rules and regulations.

3. Term of Permitted Use

Network and Internet access extends through the term of the school year, provided you do not violate Mt. Olivet SDA Junior Academy's computer network and Internet use policy.

4. Acceptable Use

The student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet use rules instituted by the student's school or class, whether those rules are written or oral.

5. Penalties for Noncompliance

Your use of the computer network and the Internet is a privilege, not a right. Violation of this policy, at minimum, will cause access to the

network and the Internet to be terminated, perhaps for the duration of your tenure with Mt. Olivet SDA Junior Academy. Policy breaches include violating any of the provisions presented herein and failing to report violations by other users. Permitting another person to use your account or password to access the network or the Internet, including but not limited to, someone whose access has been denied or terminated- is a violation of policy. Should another user violate this policy while using your account, you will be held responsible and both of you will be subject to disciplinary action. Criminal violations may lead to criminal or civil prosecution.

Any student violating the provision set herein shall be subject to disciplinary action including expulsion. The Suspension policy is as follows:

First Offense: a two-week suspension of Internet usage

Second Offense: a one-month suspension of Internet usage

Third Offense: complete suspension of Internet usage and school-owned devices returned without refund

(Note: the Administration and/or School Board can take possible further action after the 3rd Offense.)

6. Misuse of Access

- I. Using the Internet for reasons other than educational purposes;
- II. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Florida law;
- III. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- IV. Making unauthorized copies of computer software;
- V. Accessing "Social media" unless authorized by the instructor for a class activity directly supervised by a staff member;
- VI. Using abusive or profane language in private messages on the system, or using the system to harass, insult or verbally attack others;
- VII. Posting anonymous messages on the system;
- VIII. Using encryption software; or accessing sites designed to bypass restrictions
- IX. Wasting the limited resources provided by the school, including paper (excessive printing);
- X. Causing congestion of the network through lengthy downloads of files;
- XI. Vandalizing data of another user;
- XII. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- XIII. Gaining or attempting to gain unauthorized access to resources or files;
- XIV. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- XV. Invading the privacy of individuals;
- XVI. Divulging personal identifying information about himself/herself or anyone else either on the Internet or in e-mail. Personal identifying information includes full name, address, and phone number;
- XVII. Using the network for financial or commercial gain without School permission;
- XVIII. Stealing or vandalizing of data, equipment, or intellectual property;
- XIX. Attempting to gain access or gaining access to student records, grades, or files;
- XX. Introducing a virus to, or otherwise improperly tampering with the system;
- XXI. Degrading or disrupting equipment or system performance;
- XXII. Creating a web page or associating a web page with the school or District without proper authorization;
- XXIII. Providing access to the District's Internet Access to unauthorized individuals;
- XXIV. Utilizing a staff or teacher's computer to access the Internet without permission;
- XXV. Failing to obey school or classroom Internet use rules; or
- XXVI. Taking part in any activity related to Internet use, which creates a clear and present danger or substantially disrupts the of the orderly operation of the School.

7. Liability for Debts

Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet, including penalties for copyright violations.

8. Disclaimer

Mt. Olivet SDA Junior Academy cannot be held liable for the information that is retrieved via the network. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.) notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Mt. Olivet SDA Junior Academy will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk. Mt. Olivet SDA Junior Academy makes no warranties (expressed or implied) with respect to the content of any advice or information received by a user or any costs or charges incurred as a result of seeing or accepting any information and any costs, liability or damages caused by the way the user chooses to use his or her access to the network. Mt. Olivet SDA Junior Academy reserves the right to change its

policies and rules at anytime.

9. Student User Agreement

I have read the Mt. Olivet SDA Junior Academy computer and Internet usage agreement. I understand it and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time, and that they become part of this agreement. Should the agreement be breached, I understand that it may result in loss or suspension of Internet and computer usage. I also understand that inappropriate or illegal use of computer equipment and Internet could result in civil and criminal penalties. Parents/guardians may be held accountable for inappropriate use by the student.

10. Parent Agreement

I have read this Policy. I understand that this access is designed for educational purposes. Mt. Olivet SDA Junior Academy has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Mt. Olivet SDA Junior Academy (dba Mt. Olivet SDA School) responsible for any materials acquired on the network. Further by signing below, I hereby give permission for my child to use network resources, including the Internet that is available through Mt. Olivet SDA Junior Academy. If I do not sign this agreement, I understand that my child(ren) will not be provided Internet access by Mt. Olivet SDA Junior Academy, and my child(ren) will not be allowed to use any school-owned equipment that has Internet access or capability.

MEDIA USE POLICY

There will be occasions when we may take photographs of the children at our school or be requested by the media to submit photographs. We may use these images in our school's documentation, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational and marketing purposes.

Photographs or film footage by parents or guardians of their children at school events is permitted under an exemption in the Data Protection Act 1998 and the current Privacy Act. There is also a journalistic exemption with regard to the media and occasionally pupil's images may appear in local or national newspapers, or on televised news programs. All parents/guardians should have completed the Media Consent Form indicating their permissions as it relates to photographs, video, interviews, and other forms of media and communication.

Conditions of Media Use

- This form is valid for one academic school year from the date you sign it. The consent will automatically expire after this time.
- We will not include personal e-mail, postal addresses, telephone or fax numbers on video, on our website or in any school documentation.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or forage with very general labels, such as 'a science lesson' or 'making Christmas decorations.'
- We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.
- Photographs of students may be accompanied by their names.

ATTENDANCE POLICY

Daily attendance is essential in order to promote the optimal success of your child(ren). If a child is absent, parents/guardians should notify the office no later than 9:00 a.m. All students must be present for a total of four hours of the day in order for them to be counted as present for that day.

Growth in learning takes place every day; therefore, academic instruction is severely stifled if a student has excessive absences. The following policies are in place to help promote academic success:

- A student may not be absent from school more than nine times a semester, totaling eighteen (18) times during the year. This policy applies to every student except for extreme emergencies or medical conditions.
- If a student exceeds the eighteen (18) day maximum, parents are required to submit a written explanation of the absences for review by the administration. The penalties for these absences may include being able to complete make-up work, loss of promotion to the next grade, withdrawal from school, etc. (See excused and unexcused absences and tardy policies.)

ABSENCES

Procedure for Approved Absences

Following an absence that was not arranged in advance, a parent or guardian giving an explanation for the absence should write a note. On the day of the pupil's return, this note should be presented to the teacher. If the student does not bring the excused note on the day he/she returns to school, a note will then be required the following school day.

Failure to supply a written note from the parent or guardian within three days will result in the day(s) of absence being considered unexcused. A student cannot pass the grade with more than 20 percent absences, calculated against the number of regular school days. This includes unexcused absences in any marking period. In this case, the student will forfeit his grade for the marking period. However, the administration will take extenuating circumstances into consideration.

EXCUSED ABSENCES

- Illness/ Medical Attention
- Death in the immediate family
- School Sponsored and Recommended Trip

Following an absence for reasons of illness or emergency, students will have one school day for every missed day (up to five days) to make-up all missed work. A student will receive a zero (0) for all work that is not turned in and a one-letter grade reduction for all work that is turned in late.

UNEXCUSED ABSENCES

- Family vacations
- Coordination with other school holidays
- Unannounced absences (other than illness)
- Truancy – Missing a class/subject due to unexcused tardiness
- Attending social events
- Suspensions
- Miscellaneous reasons

TARDY POLICY

Students who are not seated in the classroom by 8:00 A.M. will be marked tardy. Students will not be allowed to enter class without a tardy pass from the office. For students' safety, parents must accompany their child(ren) to the office if they arrive after 8:00 A.M for security reasons. During school hours parents are ONLY allowed to be in the lobby or front office area. If parent/guardian/adult needs to use the bathroom facilities, they will need to wait for all students to finish using the facility prior to entering.

A \$3.00 (three dollar) fine will be charged per un-excused tardy per student. These charges will be placed on your bill and must be paid. This policy is in place to encourage promptness, and increase instructional learning time. Excused tardies include parent/student illness or personal car accident. A parent or doctor note stating the illness or accident must accompany excused tardies. All other types of tardies will be considered unexcused.

MAKE-UP WORK – EXCUSED ABSENCES

Students cannot make-up work or tests for unexcused absences and tardies unless pre-arrangements with the teacher(s) are made at least two weeks prior to the absence. A teacher may be asked to give up to five (5) school days of assignments in advance. All make-up work/tests must be turned in the day the student returns to school unless other arrangements are made with the teacher. Students who are ill must return with a letter from a parent or doctor stating that they were ill in order to receive an excused absence. Parents are responsible for picking up, dropping off work, and meeting the teacher's deadline.

LATE WORK & MISSING ASSIGNMENTS

• Kindergarten – 4th Grade Students

A student will receive a zero (0) for all work that is not turned in, and a one-letter grade reduction for all work that is turned in no more than three (3) school days past the assignment due date. Make-up work that is turned in after the three (3) school day grace period will not be accepted, and will receive zero (0) points for the assignments. It is highly recommended by the administration that all family vacations and doctors' appointments be made around the school calendar and after school is dismissed.

• 5th – 8th Grade Students

MOJA teachers assign due dates, and all 5th – 8th grade students are expected to turn in all work on the due date at the beginning of the class period. All assignments that are not turned in on time will receive a zero (0) or F letter grade for that assignment. It is highly recommended by the administration that all family vacations and doctors' appointments be made around the school calendar and after school is dismissed to ensure absences are excused. (see Make-up Work Policy for Excused Absences)

DISMISSAL & AFTERCARE FEES

Regular school days end at 3:00 P.M. Monday – Thursday, and 2:00 P.M. on Fridays. (See Early Release) Any child who takes the bus or walks home must have prior arrangements made with the office by their parent or legal guardian in order to be released from the campus. Aftercare hours are from 3:30 – 5:30 P.M., and costs \$8.00 per day per student. Students must leave the grounds by 3:30 P.M. or an aftercare fee will be charged of \$8.00 per day.

EMERGENCY DISMISSAL

Early dismissal will occur whenever there is a threat of hurricane, storm, or other emergencies. Parents must pick-up their child(ren) or make arrangements to have their child(ren) picked up immediately. All pick-ups must meet the requirements as stated in the section for Early Release. In cases of severe weather, our school follows Broward County School System's procedures, except when other communication is given. For school closings, one or more of the following may occur (1) Notices will be sent home with students (2) Parents/guardians will receive calls from your child's teacher (3) A voicemail message on the school's phone system will announce the closing.

EARLY RELEASE

On selected days, school will end at 12:00 P.M, and students must be picked up no later than 12:30 P.M. Students who are not picked up by 12:30 P.M. will be charged a \$1 per minute fee until they are signed out by a legal guardian/parent. Students will be released to leave early ONLY to authorized person(s) listed on the Emergency Pick-up Form. If the person picking up the child is not listed on the application form, the parent/guardian must authorize the pick-up in writing (email, fax or written note) with proof of identity. No phone calls or text messages will be accepted. The person making the pick-up will be required to show an official photo I.D. and know the parent/guardian selected pass-code.

STUDENTS LEAVING SCHOOL GROUNDS

No student is permitted to leave the campus during the day unless he/she is signed out through the office by a parent/ authorized individual. Parents should send a note with their child(ren), giving the specific reason for the child leaving campus early, as well as the time the student is to meet them in the office. Students who leave campus without permission will be immediately reported to the police.

ACADEMIC PROGRAM

CURRICULUM

MOJA has high academic performance standards that describe what students should know and be able to do as a result of their schooling. The standards constitute all aspects of the curriculum – Bible, Language Arts, Social Studies, Science, and Math. The curriculum is aligned with the following academic standards:

- Journey to Excellence: A Focus on Adventist Education in the 21st Century
- NAD Curriculum Guides
- National and State Standards
- McRel Compendium of Standards
- Ten Sigma Performance Standards

GRADING SCALES

Pre-K – 2nd Grading Scale

I Independent
P Progressing
NT Needs Time to Develop

3rd – 8th Grading Scale

A Superior	97-100 = A+	94-96 = A	90-93 = A-
B Above Average	87-89 = B+	84-86 = B	80-83 = B-
C Average	77-79 = C+	74-76 = C	70-73 = C-
D Below Average	67-69 = D+	64-66 = D	60-63 = D-
F Unsatisfactory	59-Below = F		

STUDENT ACADEMIC HONORS

Principal's Honor- Pre-K to 8th Grade
All A's or I's on the report card

Honor Roll- Pre-K to 8th Grade
All A's and B's or I's and 2 P's on the report card

ACADEMIC & BEHAVIOR PROBATION

Students who have any "F's" or more than 2 "D's," may be placed on General Academic Probation. The purpose of the probation is not to punish the student, but to help in the development of a pattern for success. Once the student is placed on academic probation, a meeting will be held with the student and parents to develop an academic plan.

At the end of each 9 weeks period, the students' progress will be reviewed by the Academic Committee to determine if the student will remain on academic probation or can be released from that status. The School Board prior to re-admittance for the next school year may review students who remain on academic probation for 2 or more quarters. Students that have been suspended or received a minimum of three behavior infractions must come before the disciplinary committee. (See Grievance Policy)

QUARTERLY REPORT CARDS

Report cards can be viewed at the end of each nine-week school period. The grades are based on a combination of test grades, home assignments, class work, class participation and projects. Quarters 1, 2, 3, and 4 Report Cards will be distributed via email ONLY if the student financial account is current. Parents are expected to attend the mandatory parent conferences during quarters 1 and 3. Academic reports will only be given to the legal parent/guardians. When the quarterly report cards are distributed, students can NO longer turn in any late assignments for the previous quarter(s) to increase/change their grade. After the third (3rd) quarter report cards are distributed, students who are not on track for promotion may be retained, and have to repeat same grade level the following school year. There is a \$5 processing fee for additional copies of report cards.

QUARTERLY MID-TERM REPORTS

Interim reports are issued every 4-5 weeks. Parents can also keep abreast of their children's grades by utilizing the online portal via RenWeb. Once mid-term reports (progress reports) are distributed/released, student grades cannot be changed, and late assignments will not be accepted. However, students with an excused absence may be allowed to turn in assignments according to policy. Parents are encouraged to login into ParentsWeb via our website www.mojacademy.com to review their child's progress throughout the school year.

END OF YEAR GRADE REQUIREMENTS

A passing score of 70% or above must be received in each of the following courses: Bible, English/Language Arts, Mathematics, Reading, Science, Social Studies, and Spelling. Report cards and sample work will go before the Academic Committee for review if a student fails up to two of these subjects. Students without a passing score of 70% may be retained, and have to repeat the same grade level the following year.

PARENT TEACHER CONFERENCES

The school encourages two-way communication between parents and teacher. If parents would like to discuss their child(ren)'s progress, they may make such arrangements through the school's office (954) 792-6010 or by contacting the teacher via email. Parents are encouraged to provide their child(ren)'s teacher with a two (2) day notice prior to the requested meeting. Parent conferences cannot take place during instructional time or while students are being supervised by the teacher. In addition, parents must avoid disrupting the teacher's morning preparations, which begin at 7:30am daily.

Parents are required to attend conferences at the end of each marking period. Report cards will not be issued without a parent-teacher conference and financial clearance. This policy is in place to foster parent school involvement and to ensure that parents remain informed of their child(ren)'s progress. **All students in grades 5th – 8th must attend these parent conferences, and we design them to be led by the student.**

PARENT REQUEST & CONCERNS

Every moment is precious in the economy of teaching, especially with the multi-grade environment. In the interest of giving your student the necessary time and attention, we must ask you to avoid interruptions to the classroom environment. **After school has started, please leave non-emergency messages, homework, or lunches in the office for distribution at the appropriate time. We ask that parent/guardians refrain from visiting with teachers from 7:30 A.M. to 3:30 P.M.**

It is imperative that the home and school communicates and works together for the success of the students enrolled at Mt. Olivet SDA Junior Academy. Effective communication may be achieved through the following means:

1. **Conferences-** Parents/Guardians may request an appointment to speak with the teacher by calling the front office or emailing your child's teacher. Conferences cannot be scheduled during the school day unless special arrangements have been made, and approval is received by Administration. Once the school day has begun, the learning environments cannot be disrupted.
2. **Phone-** Parents may leave a message in the front office. School Personnel/Teachers will return the call within a 48-hour period. When leaving a message, please indicate if there is an emergency.
3. **Email-** Teachers may also be contacted via email. Please look to receive a response within a 48-hour period
4. **Agendas/Notes-** Parents and Teachers may communicate via the student agendas and written notes.

Please refer to the Customer Service Policy/Grievance Procedure on steps to resolving a concern or grievance you have.

HOMEWORK

Students are expected to complete homework and submit it on the due date. Care should be taken to keep homework clean and uncrumbled, and should be completed properly and creatively. Failure to do homework and turn it in on time may result in a lower grade (see Late-Work Policy). Homework serves the following purposes:

- Reinforcement of skills taught
- Enhancement of skills
- Communication between the school and the home for parent involvement

STUDENT AGENDA PLANNERS

Students are required to record their daily class assignments and assessments on the actual due date given by the teacher. Parents should review their child(ren)'s agendas on a daily basis, and encourage their child to stay organized. It is the parents responsibility to ensure that students are completing each assignment and turning it in on (or before) the designated due date. The cost of the student agendas/planners are \$10.00, and should be paid at the time of registration. If the student agenda is lost, there will be a fee of \$10.00 placed on the student's account to replace the agenda.

GRADUATION REQUIREMENTS

Students in eighth grade will receive a graduation certificate from MOJA, provided that they meet the following requirements:

ACADEMIC REQUIREMENTS

A passing score of 70% must be received in each of the following courses: Bible, English/Language Arts, Mathematics, Reading, Science, Social Studies, and Spelling. Report cards and sample work will go before the Academic Committee for review if a student fails up to two of these subjects. Work that the student fails must be successfully made up during the summer months in order for the student to receive a passing grade, and a promotion to the next grade for the coming school year. Upon successful completion of the failed subjects, the committee will decide whether that student can be promoted to the ninth grade or not. Students who fail three or more of these subjects must repeat the eighth grade.

GRADUATING ACADEMIC HONORS

Valedictorian (highest G.P.A. in the 8th Grade Class - minimum of a 3.7 or above)

Salutatorian (second highest G.P.A. in the 8th Grade – minimum of a 3.5 or above)

GRADUATING STUDENTS FEES

All graduating students' fees and tuition must be paid in full no later than the end of the school business hours on May 10th. Students whose fees are not paid will not receive a graduation gown or be allowed to participate in the graduation services. The graduation fees include the student's diploma and cap & gown. Students will not be allowed to participate in the graduation exercises unless all fees and tuition are paid in full by May 1st. Please note that whether a student participates in the graduation exercises or not all graduation fees and tuition must be paid prior to the release of any records.

8th GRADE COMMUNITY SERVICE HOURS REQUIREMENTS

In order to graduate from the eighth grade, each graduate must complete 25 volunteer service hours. Hours must be verified on the school's Volunteer Service Form, and submitted no later than May 10th in order to participate in the graduation exercises.

8th GRADE CLASS TRIP

Class trip is a privilege and not a right; therefore it is something that is earned. Students who are not promoted to the ninth grade will not be allowed to participate in class trip nor graduation activities. **Class trip funds are non-refundable up to 50% of the total cost.** Students who have exhibited severe behavior problems will not be allowed to attend class trip, and fees already paid will not be reimbursed up to 50% of the total cost. Parents are allowed to attend the class trip, but must secure their own excursions and travel accommodations - including hotel and car rental. Please note that the cost for parents may be higher than the cost per student. The Administration will determine any exceptions to this policy. All class trip student funds are due in 4 installments of \$250 on or before the 10th day of the following months: October, December, February, and March. All monies must be paid directly to SmartTuition as these funds will not be accepted at the school. Please ensure all funds have cleared prior to the deadline.

DRESS CODE POLICY

Mt. Olivet Junior Academy has adopted a school uniform and dress code policy for all students as there are distinct advantages associated with your child wearing a school uniform. We urge all parents to try to outfit their child(ren) accordingly using the school approved uniform vendor, Flynn & O'Hara. The wearing of the uniform contributes to the school tone, shows pride in the school, and helps keep children focused on their schoolwork. All students must be in full uniform by September 1 or two weeks after the start date.

It is imperative that all students adhere to the dress code:

1. Blouses and shirts must be tucked in at all times.
2. Clothing should fit and not sag, and male students must wear a black belt at all times.
3. Solid colored Navy, Black or White Socks or tights (girls) are required at all times.
4. Uniforms must be worn with dignity and respect.

APPEARANCE

Torn, tattered clothing, clothing with graffiti, clothing with inappropriate wording/lettering/symbols and clothing in need of repair should not be worn. Undergarments and/or clothes underneath the school uniform should not be seen. All students are expected to be in the complete official school uniform at all times unless they are given "dress down" (See Non-uniform Dress Code) instructions.

HAIRSTYLES

Hair should be clean, neat, and completely styled. Hairstyles are to be appropriate for a school environment and completely done. Extreme hairstyles (i.e. letters or symbols carved in scalps, etc.) or extreme hair colors (such as orange, purple, green, etc) are not permitted. Hair that is longer than collar length must be tied back (pony-tail or plaits), and hair (and fringes) should not cover the eyes. Hairstyles should not be incomplete (i.e. Partially braided hair) or falling apart (i.e. extensions falling out of place) while on campus. Students will not be permitted to bring electronic hair tools, combs, brushes, or hair scissors to school unless they are attending an overnight fieldtrip.

- Boys: Hair accessories used to tie back hair should be black or brown rubber bands.
- Girls: Hair accessories used hairstyles should be black, yellow, gold, or silver in color.

JEWELRY

Jewelry is not to be worn on school grounds or at school-sponsored functions. These include rings, earrings, necklaces, chains, bracelets, or any type of jewelry. Colored or decorated nails, eye make-up, blush, and lipstick are not a part of the uniform and should not be worn. All jewelry made with string, plastic, rubber, natural materials, etc. is also not permitted.

COSMETICS

Colorful cosmetics are not permitted. Elementary and middle school students should not wear make-up or nail polish, as there is no need at this age. Students will be required to remove make-up/ nail polish under adult supervision, and will receive a uniform infraction.

HYGIENE

All students should arrive to school with clean skin, hair, and clothes. Students who arrive with an odor will be sent home, as this is a distraction to the learning environment. A parent conference will be requested with parents of students who repeatedly arrive to school with poor hygiene. Students in grades 3-8 are highly encouraged to utilize appropriate hygiene products and clean undergarments to ensure they stay smelling fresh throughout the day.

NON-UNIFORM DRESS CODE

Students clothing will include a sleeved shirt, clothing in clean, tidy and good condition that are appropriate for school. Apparel is not to contain offensive, suggestive or inappropriate wording, pictures or caricatures. No variation to footwear, make-up, nail polish, or jewelry is allowed. If a student's shirt is found to not be within the guidelines of our policy or belief system, the student will be asked to wear it inside out.

1. Students may not wear sleeveless garments such as tank tops, muscle shirts, singlets or halter-tops. The shirts and blouses must completely and continually cover their shoulders and midribs.
2. Caps will not be allowed inside the school building or other buildings entered during field trips.
3. The dress code may be adjusted with the Principal's permission for special functions. (i.e. camps and excursions).

SCHOOL UNIFORM (See Uniform Chart)

All uniforms should be neat and clean, appropriate in length and design for school activities and worn in an acceptable manner. The Class A and Class B school uniforms must be purchased at Flynn & O'Hara, and the physical education uniform must be purchased from the school office. The school uniform is a prerequisite on special occasions (i.e. school photographs, excursions, etc). The Class B uniform (Red Polo Shirt with school logo and loose blue jeans without tears/holes) is mandatory for field trips and Friday dress down.

SHOES & SOCKS

For safety reasons students are required to wear fully enclosed substantial footwear – leather school shoes or joggers are acceptable. Shoes must be ALL black with no other colors or colored markings. Socks must solid colored – navy, black, or white.

HAIR ACCESSORIES

The use of headscarves, beanie hats, bandanas, kerchiefs, and other similar head wraps are not permitted unless health reasons require this type of covering. All hair accessories that have the appearance of a beanie hat, bandana, or kerchief are not allowed. Students are allowed to wear hats during outdoor field trips that are white, black, red, blue, or yellow. Boys' hair accessories used to tie back hair must be rubber bands that are either black or brown. Girls' hair accessories used for hairstyles should only be black, yellow, gold, or silver in color.

CLASS A UNIFORM: MONDAY – THURSDAY and SPECIAL PERFORMANCES

Pre-Kindergarten & Kindergarten Students	
Girls	Boys
<ul style="list-style-type: none">• White Oxford Shirt with School Logo• Red Polo Shirt with School Logo• Navy Skirt (Winter months - Navy Pants)• Plaid Criss-Cross Tie• All Black shoes• Solid colored - Navy, Black, or White Socks• Black, Yellow, Gold, or Silver Hair Accessories	<ul style="list-style-type: none">• White Oxford Shirt with School Logo• Red Polo Shirt with Logo• Blue Pants• Plaid Neck Tie• All Black Shoes• Solid colored - Navy, Black, or White Socks• Black and Brown Hair Accessories
1st – 4th Grade Students	
Girls	Boys
<ul style="list-style-type: none">• White Peter-pan Shirt with School Logo• Jumper with School Logo (Winter months - Navy Pants)• Plaid Criss-Cross Tie• Black shoes• Solid colored - Navy, Black, or White Socks• Black, Yellow, Gold, or Silver Hair Accessories	<ul style="list-style-type: none">• White Oxford Shirt• Blue Pants• Plaid Neck Tie• All Black Shoes• Solid colored - Navy, Black, or White Socks• Black and Brown Hair Accessories
5th – 8th Grade Students	
Girls	Boys
<ul style="list-style-type: none">• White Oxford Shirt with School Logo• Navy Skirt (Winter months - Navy Pants)• Plaid Criss-Cross Tie or Neck Tie• Black shoes• Solid colored - Navy, Black, or White Socks• Black, Yellow, Gold, or Silver Hair Accessories	<ul style="list-style-type: none">• White Oxford Shirt with School Logo• Blue Pants• Plaid Neck Tie• All Black Shoes• Solid colored - Navy, Black, or White Socks• Black and Brown Hair Accessories

CLASS B UNIFORM: FRIDAY & FIELDTRIP UNIFORM

Red Polo Shirt with School Logo purchased from Flynn & O'Hara

Dark Blue Jeans: No tears/holes, must be loose fitting, and be ankle length (no capris or shorts)

All Black Shoes (No Exceptions and No Other Colors)

Solid colored - Navy, Black, or White Socks

CLASS C UNIFORM: PE UNIFORM

Official PE T-Shirt and/or Sweatshirt purchased from Flynn & O'Hara

PE Shorts or Sweatpants purchased from Flynn & O'Hara

All Black Sneakers (No Exceptions and No Other Colors)

Solid colored - Navy, Black, or White Socks

WINTER UNIFORM

- **PANTS FOR GIRLS** - May only wear the (female) pants purchased from Flynn & O'Hara during the winter months. The pants must not be tight-fitting, and can only be worn during the winter months from November to February.
- **JACKETS & SWEATERS** – All jackets and sweaters must be purchased from Flynn & O'Hara and include the following variety:
 - Blue Jackets with School Logo
 - (Red, Grey, and Blue) Sweater Vest with School Logo
 - (Red, Grey, and Blue) Cardigan with School Logo
 - Students can also wear the PE Sweatshirt on off PE days, but sweatpants will ONLY be permitted on PE days.

CONSEQUENTIAL ACTIONS FOR STUDENTS OUT OF UNIFORM

Uniform checks will be conducted periodically, and if a student is not in compliance with the Mt. Olivet Junior Academy Uniform & Dress Code, the following procedures and actions will be taken:

1. The student will be asked to conform to the policy and a \$3.00 fine will be placed on the student's account per offense, and the parent may also be notified to bring appropriate clothing to school for the child.
2. Students with 3 offences will receive the consequences of a Level One Infraction and may meet with the disciplinary committee.

Note: Final judgments on acceptability and appropriateness rest with the School Administration and/or School Board.

TUITION PAYMENTS

SMART TUITION MANAGEMENT*

Families are to make ALL tuition and fee payments through SMART Tuition according to the signed tuition policy and contract. **NO MONEY WILL BE ACCEPTED AT THE SCHOOL.** All students must have a Smart Tuition account created in order to view their bill, and should contact SmartTuition for bill inquiries. Parents can access their account online by typing in www.parent.smarttuition.com, and Smart Tuition offers a variety of ways to pay your financial obligations with the school. Our school code is 12753, and we encourage parents to take advantage of the Mobile App, "Smart Tuition for Parents" using the Apple app store (Android coming soon). All questions concerning accessing your online account can be answered 24 hours a day, 365 days a year by calling **1-888-868-8828**. After registration, all payments must be sent directly to Smart Tuition unless otherwise stated in writing by the Administration.

*Disclaimer: Tuition, Fees, and Payment Plans-including aftercare and extracurricular activities, may change pending School Board Approval. Parents will be notified in writing.

DELINQUENT ACCOUNTS: Students with accounts that more than 60 days passed due may not be allowed to return the following quarter until the account is brought current.

- **Late Fees** - All payments not submitted by the 10th of the month will be assessed a late fee of \$10.00. In addition to that, Smart Tuition will assess an additional monthly late fee of \$40.00 to accounts that are past due after the 10th of the month. Scholarship families must endorse their School Choice Scholarship checks within 10 business days to avoid an additional \$25.00 late fee. We strongly encourage each parent/guardian to keep in contact with our Principal if you cannot meet your financial obligations. (See graduation tuition deadlines.)
- **Returned Checks** – Smart Tuition and Mt. Olivet Junior Academy may assess additional fees at a minimum of \$39.00 for returned checks. Once a check has been returned, personal checks will no longer be accepted.
- **Returning Students** - All accounts must be current for a returning student to enroll in school for the next school year.
- **Transcripts/Withholding** - MOJA may withhold transcripts and other academic records/reports until student accounts are paid.
- **Withdrawal of Student** - If there have been no satisfactory arrangements for payment of a delinquent account, the school board may ask the parents to withdraw the student until a satisfactory financial plan is presented and agreed upon by the school board.
- **Graduating Students** – will not be allowed to participate in the graduation exercises if the account is not paid in full.
- **Activity Fee:** All funds submitted are to go towards registration and tuition first. Once the registration and tuition are up to date, any funds received can be used for school activities and trips will be applied. Thus, students who have delinquent accounts will not be allowed to attend field trips (No Exceptions). Please note that the account will still be charged for the activity regardless of whether or not the child attends the trip or not. All activities must be paid 1 month prior to attending the trip.

REFUNDS

There will be no refund on the application fee, registration fee, technology fee, tuition paid, activity fee, or late fees. Parents are still responsible for their student's financial account despite absences, tardiness, and/or suspensions. Please note that the account will still be charged for the activity regardless of whether or not the child attends the trip or not.

TUITION PAYMENT DISCOUNTS

- Payments made by September 1st for the entire annual balance will receive a 10% discount off the cost of tuition only.
- Parents who elect to make two lump-sum payments by September 1st and January 5th will receive a 5% tuition discount after the January 5th payment is received.

VISITORS

All visitors must sign-in and out. A pass will be given in the front office, and must be worn while on campus. Parents or guardians are welcome to visit a classroom if arrangements have been made with the teacher at least three (3) days in advance. All visitors other than the legal parent/guardian must make arrangements with the principal, and the teacher at least 3 days in advance of the proposed visit. The School Administration reserves the right to deny visitors access to the building and classrooms. School-aged friends and family members may not be dropped off to attend school days and/or events due to liability and insurance matters unless it has been pre-voted by the Administration.

MESSAGES & DELIVERIES

Any delivery for students, such as lunches, messages, clothing, etc. should be left at the office, and not taken to the classroom. Please put the student's name on the items left in the office. The class cannot be interrupted to give a message to a student, unless it is an emergency. Packages delivered to the students via mail and/or other delivery service will only be released directly to the parents.

STANDARDS OF CONDUCT

STUDENT CONDUCT

All students enrolled at Mount Olivet S.D.A. School are expected to:

- Respect the Holy Bible as the Inspired Word of God
- Show reverence to God during worship, prayer, chapel, and other spiritual moments/programs
- Attend school punctually and arrive/depart in an orderly manner on a regular basis
- Ask questions and seek to develop academically, spiritually, physically, and socially
- Respect others personal space and belongings
- Take pride in the school building and grounds by taking initiative to keep it clean and in order
- Be courteous and refrain from the use of profanity, smutty conversation, and gossip
- Maintain a constructive and cooperative attitude towards other students, teachers, and staff
- Memorize the School Mission and Vision statement and recite them when asked by teachers, staff, and/or administration.

DIETARY MATTERS – PERSONAL LUNCHES

Hot nutritious lunches are provided for students every day for free by our preferred vendor. Prior to starting school, parents/guardians agreed to follow the dietary guidelines set forth by the school by NOT sending their child(ren) to school with Biblically unclean meats (lobster, shell fish, pork, shrimp, etc.) Parents/guardians also agreed to ensure their child(ren) bring nutritious meals and snacks that are LOW in sugar, salt, and red dye to school. Finally, parents agree to only send their child with clean water to drink daily instead of flavored drinks and/or soda.

RESPECT FOR GOD & HIS WORD

Chapel programs are conducted on a weekly basis for all students, faculty, and staff. The purpose of chapel is to promote spirituality in our school and to lead all to the cultivation of meaningful relationships with Jesus.

There is to be no unnecessary talking in the chapel room. This is a time of blessing, and a time for us to get to know Christ, the key to knowledge and wisdom. Students are required to bring their Bibles, and writing materials for note-taking. The school chapel service is not intended to be a substitute for students' active participation in the services and activities of his/her own church. Teachers and students will have worship and Bible class on a daily basis. This is another opportunity provided for all students to develop a relationship with Christ.

RESPECT FOR ONE'S SELF

One cannot truly love another if they do not feel comfortable with him or herself. Self-respect is the foundation of good relationships with others. A true sense of Godly self-respect will be evident in positive relationships. Students are encouraged and expected to show truthfulness, honesty, forthrightness, proper grooming, good health habits and engage in wholesome conversation.

The health and well-being of each student is important to us; therefore, we are requesting that each student maintains the following:

- Daily personal hygiene, such as bathing, brushing teeth, and having combed hair.
- Resting every night for eight hours or more
- Wearing clean clothing
- Minimizing the intake of sugar, junk food, and soft drinks in their school lunch
- Personal worship and study of the Bible

RESPECT FOR OTHERS

Acceptable social behavior at Mount Olivet SDA Jr. Academy is built upon a mutual respect for the individual person and his/her property. The basis of this standard is stated by our Lord Jesus Christ: "...and as ye would that men should do to you, do ye also to them likewise" Luke 6:31 and by the Holy Spirit to Paul, "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God", 1 Cor. 10:31.

RESPECT FOR PROPERTY BELONGING TO OTHERS

Defacing the school's property, opening another student's belongings, taking/using what belongs to another student, taking something from a teacher or staff's desk without permission is unacceptable. Any of the aforementioned matters will result in disciplinary action.

BULLYING

Bullying is a form of harassment, and Mt. Olivet Junior Academy has a zero tolerance policy for bullying. For purposes of this policy "bullying" is defined as: The repeated intimidation of others by the real or threatened infliction of physical, verbal, or written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not be limited to: actions such as verbal taunts, name-calling and put-downs including ethically-based or gender-based put-downs, extortion of money or possessions and exclusion from groups within the school. This definition also applies to cyber-bullying and disciplinary actions will be the same as if bullying occurred on campus. Such conduct is disruptive of the educational process and harmful to the self-concept/identity of students and therefore bullying is not acceptable behavior at Mt. Olivet SDA Junior Academy and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection with any school-sponsored activity or while en route to or from school are subject to disciplinary action. Law enforcement officials may be notified regarding incidents of bullying. Bullying, in all its forms, will result in immediate action (i.e. suspension, expulsion).

CONSEQUENCES FOR BULLYING

First offense: Up to (5) days out-of-school suspension

Second offense: Up to (10) days out-of-school suspension with possible expulsion

Third Offense: Expulsion from School

During suspensions, students WILL NOT be allowed to complete missed assignments/tests. They will receive a zero (0) for all missed assignments. **Instances of bullying will be handled seriously.**

SEXUAL HARRASSMENT POLICY

Mt. Olivet Jr. Academy is committed to providing a school environment free from sexual harassment for all students. The goal of MOJA is to provide an environment that is safe and nurturing and that fosters spiritual growth. Sexual harassment interferes with students' development. It will not be tolerated. We expect our students to abide by our "hands-off policy", whether on campus or at school-sponsored field trips/events. Incidents of harassment should be reported so school authorities might take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities it is sexual harassment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman or any teacher.

WEAPONS POLICY

AT NO TIME is it appropriate for any student, adult or visitor to possess, utilize, or distribute a weapon of any kind while on the school campus or at a school-sponsored activity. Federal and state laws require local school districts to notify parents, through the Student Handbook's Code of Student Conduct, that any student who is determined to have brought a firearm, projectile device, electric weapon or device, or flare gun to school, to any school function, or on any school-sponsored transportation will be recommended for expulsion, with or without continuing education services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution.

A *WEAPON* is defined as any instrument, whether designed to be a weapon or not, that can cause bodily harm, including but not limited to any firearm, whether loaded or unloaded; all knives; blades; clubs; metal knuckles; explosives; fireworks; and mace. Students, adults, and visitors shall also not possess any instrument or object that has the appearance of a weapon such as water guns, etc. Belts, combs, pencils, scissors, etc. should not be used as weapons. They should be used for their designated purpose. Possession of a firearm, projectile device, electronic weapon or device, or flare gun shall be defined as knowingly, intentionally, deliberately, or inadvertently (*without meaning to do it*) bringing a firearm on school property, school sponsored transportation, or to a school-sponsored activity.

Definition of Weapons: Weapons are defined in two categories, Class "A" or Class "B." An object which can be defined as a Class "A" weapon pursuant to this policy shall be conclusively determined to be a Class "A" weapon and further classifications shall not be considered.

CLASS A WEAPONS INCLUDE

- Firearms, (whether operable or inoperable, loaded or unloaded) including, but not limited to, hand, zip, pistol, rifle, shotgun, and starter gun.
- Projectile devices including, but not limited to BB guns, pellet (hard and soft) guns, and paintball guns, and slingshots.
- Explosive propellants or destructive devices.
- Dirks.
- Brass knuckles and/or metallic knuckles.
- Billy clubs.
- Tear gas.
- Electronic weapon or device including, but not limited to, stun guns and Taser guns.
- Chemical weapon or devices (any weapon of such a nature, except a device known as a "self-defense chemical spray," that is carried solely for the purposes of lawful self-defense, is compact in size, is designed to be carried on or about the person, and contains not more than two ounces of chemical).
- Flare guns.

CLASS B WEAPONS INCLUDE

- Possession of toy guns.
- Toys, which resemble weapons, when used in a threatening manner.
- Knives-any kind of knife, including but not limited to, pen, switchblade or hunting knife.
- Chains, including any chain not being used for the purpose for which it was normally intended that is capable of harming an individual.
- Pipe – any length of metal or other hard substance not being used for the purpose for which it was normally intended.
- Razorblades of any kind similar instruments with a sharp cutting edge.
- Ice picks and other instruments.
- Pepper spray, a mace device with the capacity to hold two (2) ounces or less of the chemical.
- Any tool or instrument when used in a threatening manner, including but not limited to, scissors, compass, or similar items.
- Ammunition and any component thereof, including but not limited to bullets, shotgun, shells, bullet casings, magazines, or clips.

FIRE ALARMS

It is against the law to pull a fire alarm for any reason other than a fire. Persons caught setting off alarms will be punished by the school, and are also subject to legal prosecution in accordance with city ordinances. Any financial penalty incurred as a result of this violation will be passed on to the parents.

OTHER DEFINITIONS FOR THIS POLICY

Assault is defined as an intentional threat by words or action to do harm to another person, coupled with an apparent ability to carry out the threat, and/or committing an act that creates a well-founded fear in such person that such violence is imminent.

Serious Assault is defined as an assault in which a Class A or Class B weapon is used to commit the assault.

Battery is defined as the intentional touching or striking another person without their consent or against their will or causing bodily injury to another person. In the case of “battery on a School Board employee” or “Law Enforcement Officer” there must be evidence of an unprovoked, deliberate act with intent to cause physical harm to the person.

Serious Battery is defined as committing battery (1) using a Class A or Class B weapon or (2) causing serious injury.

Minor Injury is defined as an injury which solely requires treatment by a professional medical personnel.

Serious Injury is defined as an injury which requires treatment by professional medical personnel.

Petty Theft is defined as taking property of another that is less than \$300.

Grand Theft is defined as taking property of another worth \$300 or more.

Mood Altering Substance is any substance that is or may be detrimental to the user or to others, including, but not limited to, alcohol or alcoholic beverages, cocaine, marijuana (less than 20 grams), hallucinogens, inhalants, narcotics (such as hydrocodone and oxycodone), stimulants (such as Ritalin, Adderall, and Ecstasy), depressants (such as Xanax and benzoates), and steroids.

Unauthorized Substances include any substances deemed to be illegal, any prescription drugs not prescribed for the student who is in possession of the medication, and any medication that is not authorized as part of the “*Medical Emergencies & Health Related Matters*” policy.

Disruptive Behavior is that which causes confusion or disorder or interrupts, interferes, or impedes normal classroom or school activity.

Violent Behavior is that using physical force that causes damage or injury or violates or abuses another person or property.

Substantial Disruption is defined as an incident which results in the temporary suspension of the educational process due to a school evacuation, interference with learning activities/educational process, and/or requires the intervention of outside agencies such as the police or fire department.

Sexual Misconduct as it relates to Mt. Olivet Junior Academy is broad term encompassing any unwelcome behavior of a sexual nature that is committed with or without consent or by force, intimidation, coercion, or manipulation. The term includes sexual verbal harassment; both wanted and unwanted sexual touching of private parts; both wanted and unwanted display of sexual parts (pornography, exhibitionism); tricking or manipulating into sexual activity; both consensual and nonconsensual sexual acts, sexual assault; rape. Sexual misconduct can be committed by a male or female students, and it can occur between students of the same or different sex. When the sexual misconduct is consensual both parties will receive a level three infraction.

Possession is the knowing, intentional, deliberate or inadvertent control of any article, object, asset, or property.

Transmittal is the transfer of an object, thing, electronic message or image, or substance from one person to another. Transmittal does not occur when the person immediately returns the item back to the person who gave it to them or if it is immediately delivered to a teacher or school administrator.

DISCIPLINE PROCEDURES

The basic purpose of discipline is the training of the student self-government. True discipline is not punitive and it should result in mutual trust between student and teacher. Discipline is designed to be redemptive, remedial, and corrective.

This proposed sequence is intended to clarify the use of discipline in the school. Problems are more easily resolved as early as possible, and so this plan is designed to bring a quick solution to the problem. Some disciplinary problems may be referred to the School Board for further action.

1. The teacher seeks to resolve the case by counseling student one-on-one.
2. The teacher completes the behavior infraction form and implements a loss of privilege consequence. The parent, teacher, and principal will be notified.
3. Student will receive a consequence based on the infraction level and number of offences.
4. Principal makes a recommendation to School Board to dismiss student from school.

SUSPENSION

A student may be removed from the classroom and/or dismissed from the school premises for a designated period of time to reflect on inappropriate behavior. The School Board reserves the right to extend the off-campus suspension if it is in the best interest of the school. Parents are to partner with the school and assist their child(ren) in reflecting on what happened, and how to make better choices. Students may also be required to complete a minimum of three (max of 5 hours) community service hours during their off-campus suspension prior to returning. Students will NOT be allowed to make up work missed during their suspension.

EXPULSION AS DETERMINED IN THE BEHAVIOR EXPECTATION MATRIX

Once the disciplinary committee has expelled a student, he/she will be dismissed from MOJA immediately and will not be eligible for return up to one year. Parents may request a hearing with the School Board if desired. (See Grievance Policy)

CHEATING

Students who have been determined to have plagiarized or cheated on their daily work, homework, or test will be given a zero for the work involved, and no make-up work will be provided. Classroom teachers responsible for the students in such situations will notify the parent/guardian of the student as soon as possible. Teachers will also report the situation to the principal, and further disciplinary action may be taken.

PERSONAL TECHNOLOGY & ELECTRONICS POLICY

Neither the Southeastern Conference of SDA or Mt. Olivet Jr. Academy nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices (e.g., cellular telephones, IPODS, pagers, etc.) or other personal technology/electronics that are lost, stolen, or confiscated.

Sole possession of a wireless communication device or other electronics (camera telephone, cellular telephone, or pager) is allowed on campus with limitations. Personal technology, should be turned off and kept out-of-sight and not within arm's reach (i.e. in student's desk) from the hours of 7:00 A.M. to 4:00 P.M. or until a school-sponsored trip has ended. Personal wireless communication devices or other electronics that are seen or heard during the aforementioned hours will be considered a disruption to the educational process. Violations of this policy will result in confiscation of the device, and the device will only be released to the legal guardian after a fee of \$25 is paid in full.

The Mt. Olivet Jr. Academy Administration will notify the parents of students who use wireless communication devices in the commission of a criminal act. They may face school disciplinary action and/or criminal penalties. Authorized by F.S. 1006.07(2)(f)

During the times in which school-owned wireless communication devices or electronics are allowed, secular music and media – i.e. eBooks, videos, movies, radio, media clips, etc. - are not to be played and/or accessed. No student shall access the Mt. Olivet Jr. Academy Wi-Fi Internet service on his or her personal technology at any time. Violations of this policy will also result in confiscation, and the device will only be released to the legal guardian after a fee of \$25.00 is paid in full (cash).

Taking, possessing, displaying, distributing, and/or transmitting media using a camera telephone or other technology is strictly prohibited. Use of a camera telephone may result in additional consequences (beyond confiscation) if used to take pictures that are pornographic or obscene or to break rules or laws.

There may also be other disciplinary actions or criminal penalties for the dissemination of pictures, information, etc. even during the hours when the technology is allowed. Students shall be suspended and may be recommended for expulsion when they:

- Make an internet/electronic transmission of a threat – cyber stalking and cyber bullying - to do harm to person(s) on school grounds, or to school property that results in a substantial disruption to the school climate.
- Transmit or distribute any video voyeurism or sexting information or images. [Note: Per F.S. 810.145, voyeurism, which may be utilized in cyber bullying and sexting, in and of itself, is a criminal offense].

DEFINITIONS:

“**Sexting**” is using any electronic device, including cell phones, to send or receive sexually suggestive or explicit texts, pictures, videos, or other materials. This includes video voyeurism as specified in F.S. 810.145.

“**Cyber stalking**” as defined in F.S. 784.048(d) means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

“Cyber bullying” is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.

CAMPUS DISORDERS & TRESPASSING

1. All individuals entering a school campus who are not a student in good standing, a teacher, or an employee of the school board assigned to the school shall be required to first register at the school office and obtain a visitor’s pass or otherwise receive permission for access to school grounds. Prior to leaving the school grounds any person registered, as a visitor shall notify the school office of their departure.
2. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds or school sponsored events regardless of the location.
3. This policy shall apply not only during school hours, but at any time students in good standing, teachers, employees and other such persons are on the school campus or school grounds, and shall also apply for all school activities which are held after school hours.
4. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus, school grounds, or school sponsored events, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
5. Individuals who enter school board property and create a disturbance or refuse to leave the property when asked by the principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The principal shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school grounds and take appropriate action to have the offender punished as prescribed by law.
6. No person, except law enforcement officers, may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school-sponsored events. School administrators will transfer any weapon, illegal substance, or dangerous substance to law enforcement as soon as practical.

STUDENT’S USE OF SCHOOL ELECTRONIC DEVICES – STANDARD OF CONDUCT

A deposit of \$100 is required before a student is eligible to lease and receive a school-owned device. Parents/Legal Guardians must also sign the lease agreement prior to a student receiving the device. The following are the rules and guidelines for appropriate use of the tablet.

TABLET RULES & GUIDELINES

- All devices must come to school fully charged.
- All devices must stay in the school-approved protective case.
- All devices are to be used for educational purposes only, and according to what has been assigned and/or approved by the teacher.
- Devices should NOT be handled by anyone on or off campus besides the student who was assigned the device.
- Devices are NOT to be used by anyone on or off campus besides the student who was assigned the device.
- Devices should only contain accounts that are owned by the school or student who is assigned the device.
- Student may only charge their devices during lunch, and must secure chargers when they are not in use.
- Students should know where their device is at all times, and should secure it when the device is not in use.
- Students should understand that they are FULLY responsible for the devices that have been assigned to them. NO EXCEPTIONS.
- Students are to provide their homeroom teacher with the passcode to their device.
- Students are to REMEMBER and secure the passcodes to their email and other device applications.
- Students are to adhere to the Internet Use Policy

SCHOOL PRIDE

Students are required to memorize and recite the Mt. Olivet Way, Mission Statement, and Vision Statements daily.

THE MT. OLIVET WAY

Making choices during worship, work, and play that HONOR God.

Taking time to set both academic and spiritual goals.

Others' feelings and property should be respected.

Living the life of a servant-leader.

In school we wear our uniforms with pride.

Validating and encouraging our peers to do their best.

Earnestly engaging in learning.

Together we will follow the school rules and directions the first time they are given.

MISSION STATEMENT

Mt. Olivet SDA Junior Academy is committed to delivering a God-centered, results-oriented education in an environment that inspires students to be innovative global citizens and independent problem solvers.

VISION STATEMENT

It is the vision of Mt. Olivet SDA Junior Academy to be a leader in STEM education by providing opportunities for students to become spiritually grounded, academically successful, socially aware, and physically ready to learn today and lead tomorrow.

<h2 style="text-align: center;">Behavior Expectation Matrix</h2> <p style="text-align: center;"><i>"Always strive to be a model citizen, like Christ"</i></p>			
Classroom & Chapel	Playground & Lunch Areas	Hallway & Lobby Area	Bathroom
<ul style="list-style-type: none"> - Actively participate - Ask for help - Be prepared to learn - Stay Motivated - Stay Positive - Be cooperative - Encourage others - Practice Self-Control - Have Respect Other Students - Be reverent during worship - Sign-in & Sign-out of class - Return your hall pass 	<ul style="list-style-type: none"> - Clean Up - Eat Biblically clean foods - Use dining etiquette - Only eat in designated lunch area - Eat healthy foods and snacks - Practice safety at all times - Wait your turn - Practice Self-Control - Have Respect Other Students 	<ul style="list-style-type: none"> - Walk in the Building - No horse playing - Have a hall pass - Keep Hands in Learning Position or by your side - Use voice control - Don't disrupt other classrooms - Promptly return to class 	<ul style="list-style-type: none"> - Clean Up - Return to Class Promptly - Be Private - Close & Lock Stall - Wash Hands with soap - Wait your turn - Keep the lights on - Practice Self-Control - Have Respect Other Students
Wear your uniform with pride by making sure it is neat, clean, and properly fitting.			
Memorize and model the school's mission and vision.			
Report all problems and concerns to the supervising teacher/adult.			
Only use the school equipment with teacher permission.			
Sign in & out of class each time you leave while class is in session.			
Always be courteous and respectful to staff and other students.			
Follow all the school and classroom rules and manage your time to ensure every task is completed.			

BEHAVIOR INFRACTIONS & CONSEQUENCES

The Administration and School Board reserve the right to enforce other consequences beyond what is listed below, and/or immediately dismiss a student permanently. Every student is spiritually counseled with prayer, and expected to meet high moral Christian standards at all times.

LEVEL ONE INFRACTIONS		
<ul style="list-style-type: none"> Excessive Talking in Class Unprepared for Class Chewing or Eating in Class Use of Profanity 	<ul style="list-style-type: none"> Missing or incomplete Homework Running in the Building Uniform Tardy 	<ul style="list-style-type: none"> Disruptive Noisy Behavior & Outburst Littering On-Campus Inappropriate Line Behavior Hygiene
Consequences - First Offense	Consequences - Second Offense	Consequences – Third+ Offense
One Verbal Warning Uniform & Tardy = \$3.00 Fine	Parent Contacted & Requested to Intervene	Lunch Detention Meet with Disciplinary Committee
LEVEL TWO INFRACTIONS		
<ul style="list-style-type: none"> Hitting another student Roughhousing Lewd Language Lying and Instigating Conflict Out of Class Without a Pass 	<ul style="list-style-type: none"> Blatant Defiance Towards MOJA Staff Plagiarism and Cheating Not reporting to detention (on-time) Teasing 	<ul style="list-style-type: none"> Substantial Disruptive Behavior Selling Items Without Consent Disregard of Others Personal Space Name Calling
Consequences - First Offense	Consequences - Second Offense	Consequences – Third+ Offense
Lunch Detention Parent Contacted Further Action Depending on Severity	Out of School Suspension (2 days) Further Action Depending on Severity	Out of School Suspension (3 days) Meet w/ Disciplinary Committee Further Action Depending on Severity
LEVEL THREE INFRACTIONS		
<ul style="list-style-type: none"> Fighting Assault and/or Battery Threatening to Harm Others/Building Destruction of School Property Possession of Drugs, Tobacco, or Alcohol Property Damage under \$100 	<ul style="list-style-type: none"> Tampering with emergency equipment Forgery of Parent/Teacher's Signature Leaving school grounds or group during fieldtrips without authorization Sexual Harassment Sexual Misconduct and/or Violations Sexting 	<ul style="list-style-type: none"> Possession of a weapon Any criminal violation on or off campus Bullying on and/or off-campus Theft of any item(s) Violation of Internet Use Policy Arson or Use of Fire on Campus Technology & Electronic Use Policy
Consequences - First Offense	Consequences - Second Offense	Consequences – Third+ Offense
Out of School Suspension (2 days) Meet with Disciplinary Committee Possible Further Action by Administration Possible Expulsion	Out of School Suspension (3 days) Meet with Disciplinary Committee Possible Further Action by Administration Possible Expulsion	Out of School Suspension (3 days) Meet with Disciplinary Committee Possible Further Action by Administration Possible Expulsion

Important Additional Fines for Lost or Damaged School Property	
ITEM	COST
Textbook	\$100 per book
Samsung Galaxy Tab 4 Tablet	\$400 per device
Samsung Galaxy Tab 4 Charger	\$45 per charger
Classroom Materials	Cost to Replace
Building	Cost to Repair
Other	Cost to Repair

PROCEDURE FOR GRIEVANCES

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship between teachers, parents, and students exist. When a problem arises between parents and teachers, the following procedures are to be followed consecutively:

- Step One** The parent should request an appointment with the teacher or staff member to talk privately and confidently in an attempt to resolve the problem.
- Step Two** If the problem is not resolved, the parent should request an appointment with the school administration to discuss the problem/concern. If a parent attempts to meet with the principal before speaking with the teacher, the principal will ask the teacher to join the meeting and work to facilitate a resolution. If the parent has already met with the teacher, and is still not satisfied then a private meeting can be requested with the School Administration.
- Step Three** If the problem is still not resolved after step two, the parent may request that the School Board Chairperson or church Pastor work with the administration to bring about a resolution.
- Step Four** If the problem is still not resolved after step three, the parent may request a hearing at the next School Board meeting.
- Step Five** If the problem is still not resolved after step four, the parent may request the Conference Superintendent of Education to assist in bringing about a resolution. The decision at this level could be final, and the Southeastern Conference Education Administrative Committee may not allow step six (6).
- Step Six** If the problem is still not resolved, the matter may be taken to Southeastern Conference K-12 Board. The decision at this level shall be considered final.

Please note that all allegations concerning teacher and staff misconduct will be properly investigated, and dealt with according to the policies of the school and Southeastern Conference of Seventh-day Adventist. Mt. Olivet Junior Academy is committed to a maintaining an educational environment that is safe, nurturing, and conducive to learning. Proper protocol will be followed at all times without exception.

IMPORTANT TIME INFORMATION FOR GRIEVANCES

1. Meeting requests with teachers, staff and school administration must be made two (2) school days prior to the actual meeting date.
2. The Mt. Olivet School Board must receive the hearing request in writing with details of the grievance one (1) week prior to the schedule board meeting.
3. The Southeastern Conference Education Superintendent must be contacted directly by the parent/guardian (352-735-3142).

DISCIPLINARY COMMITTEE GRIEVANCES

- Step One** Parents with grievances regarding decisions made by the disciplinary committee (i.e. probation, expulsion, and suspension) must request a hearing at the next School Board meeting.
- Step Two** If the problem is still not resolved after step four, the parent may request the Conference Superintendent of Education to assist in bringing about a resolution. The decision at this level could be final, and the Southeastern Conference Education Administrative Committee may not allow step three (3).
- Step Three** If the problem is still not resolved, the matter may be taken to Southeastern Conference K-12 Board. The decision at this level shall be considered final.

PARENT COMMITMENT

The family unit is of first importance to Mt. Olivet Junior Academy, because the family is the most important human institution ordained by God. Parents should be committed to their child(ren)'s education, and the institution in which they are being educated.

Cooperation

All parents/guardians must agree to fully cooperate with the teachers, staff and administration of Mt. Olivet Junior Academy. Parents have many opportunities to show their support by attending quarterly parent teacher conferences, monthly PTA meetings, and school events/activities. In addition, all parents/guardians must support their child(ren)'s education by providing the appropriate learning tools, and assisting them with various assignments and projects.

School Policy & Disciplinary Matters

Each parent must familiarize themselves with the school policies, and explain them to their child(ren). Students should arrive to school properly dressed on-time with the complete official uniform, and aware of the consequences of their actions. Parents/Guardians are to support the school policy by adhering to the requirements for detentions, community service hours, suspensions, and School Board meeting attendance.

Instructional Time

I will support the educational program by seeing that my child attends school regularly, arriving before 8am, and being picked up between 3:00-3:30pm. As a parent/guardian, you should take every measure to ensure your child maximizes his/her instructional time in the classroom.

Parent Involvement

A student can reach their highest potential when the school and home develop a strong partnership. Each family is required to invest 20 hours of their time as it is in the best interest of the child(ren). Parents should understand that failure to complete those hours would result in a \$5 per hour assessment to my school account for a total of \$100.00 for the year.

Vandalism/School Property

Parents are responsible for any property or school damage caused by my child(ren) beyond the normal wear and tear of the school, such as lost textbooks, damage to school furniture, walls, windows, telephones, computers, restrooms, staff property, etc.

Financial Matters

Parents/Guardians must take care of their child(ren)'s financial obligations in a timely manner, including but not limited to tuition payments, aftercare/tutoring expenses, lunch, field trips, fines, etc. All financial accounts can be viewed online through the Smart Tuition Management Website.

Up-to-Date Student Records

As a parent/guardian, you are responsible to ensure that all information submitted during the application process was complete and accurate. It is the responsibility of the parent/guardian to keep the school office informed of all changes concerning the student's address, phone number, transportation arrangements, emergency information, medical/health information, and any other pertinent information deemed necessary.

Grades & Attendance

Parents will receive a mid-term report and report card if they are financially cleared. Throughout the year, both attendance and overall grades can be reviewed online the school's website www.mojacademy.com.

Dietary Matters

Parents and students are to follow the dietary guidelines set forth by the school by NOT sending/bringing to school Biblically unclean meats (lobster, shell fish, pork, shrimp, etc.). Families must ensure their child has a nutritious snack that is LOW in sugar, salt, and red dye while at school. It is also important for every student to bring clean water to drink instead of flavored drinks and soda.

Student Agendas & Newsletters

Parents/ Guardians are to read all school communication received both electronic and hard-copy versions. Biweekly on Fridays, the school newsletter is emailed and should be reviewed and discussed as a family. The student agendas should be reviewed and signed by parents/guardians daily.

Child Custody Policy & Confidential Matters

The school is a neutral party in all child custody disputes. If there is a court order prohibiting contact, a copy must be on file in the main office otherwise the school shall give full rights to both parents (records and access). In instances of divorce, separation, or custody in which sole or restricted custody is given to one parent/guardian; the custodial parent should provide the school with evidence that there is a court order, state statute, or legally binding document. Notification should be provided to the school in writing of any restrictions imposed by the custodial parent on the non-custodial parent. This information should be filed with the school administration upon the registration of the student. Such notification is the responsibility of the custodial parent. Without a court order, the school CANNOT prevent a biological parent from removing a child from the school.

A notarized letter needs to be on file in the office from the legal guardian in cases in which the legal guardian gives the school authorization to discuss disciplinary, academic, or other school-related matters with individuals (i.e. grandparent, aunt, older sibling, etc.) who are not the legal guardian. The teachers will not be able to discuss school-related information with individuals who are not listed on the notarized letter.

In order to protect students' confidential information, the school will not honor any request made over the telephone or via text messaging. All requests must be written and delivered to the office by the parent/guardian at least three (3) days prior to the need for the confidential information.

Lost and Found

The school cannot be held responsible for clothing or other personal items left on the premises. Personal items for children should be marked or labeled to identify to whom the item(s) belong. Items found will be held for the next day in the office. It is the student's responsibility to check with the lost and found department to recover any item, which may be missing. Items left unclaimed for thirty (30) days will be donated to a local charity or school fundraiser.

Posters/ Advertisements

Posters, bulletins, cards, flyers, etc. prepared or made by students or other interested parties must receive administration approval prior to posting or distributing. If birthday invitations are only for an exclusive group, we ask that they be distributed off-campus. Families and volunteers who have businesses may not solicit clients or distribute materials to students/parents/staff without the consent of the School Administration. Churches outside of Mt. Olivet SDA Church may not distribute event or program information without the permission from both the Mt. Olivet SDA Church Pastor and the School Administration.

Personal Media

Only media that is God-centered and uplifting in influence will be permitted on campus. (See Internet Use Policy and Electronic Device Policy). School-issued electronic devices are to be used for educational purposes only. Parents must frequently check their child(ren)'s belonging and devices to ensure they are in compliance of the school policies before arriving to school.

Personal Reading Material

Since the printed page is one of the mightiest forces for good or evil in the life of the reader, students are admonished to read only that which ennobles and uplifts their minds and to refrain from bringing reading materials into the school that contain spiritualism, pornography, vulgar language, romance, profanity, etc. Parents must frequently check their child(ren)'s belonging and devices to ensure they are in compliance of the school policies before arriving to school.

Parent Acknowledgements

Parents/Guardians are expected to read and acknowledge the contractual policies included in this Mt. Olivet Junior Academy (M.O.J.A d.b.a Mt. Olivet SDA School) Student/Parent Handbook. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. It is also understood that it is the responsibility as the parent/guardian to read and explain the policies stated within the Mt. Olivet Jr. Academy Parent & Student Handbook to my child(ren). This acknowledgement doesn't indicate that you agree or disagree with the rules, but rather that you have reviewed these rules with your child(ren).